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ABSTRACT

A project was conducted to add computer-assisted instruction to a one-to-one adult literacy program conducted in public libraries in Bradford and Wyoming Counties of Pennsylvania. During the project, software was selected for literacy instruction in reading, mathematics, grammar, spelling, and English as a second language. Laubach Way to Reading software was installed on public access computers at 10 public libraries. Basic computer training was given to 26 volunteer tutors, and, following training and tutoring sessions, eight adult learners and their tutors were surveyed about their experiences using the computers. As a result of the project, the literacy program now includes a section on computers in its preservice tutor training workshop; eight tutors were trained; eight adult literacy students were introduced to computers, and four students purchased their own computers; and the literacy program made educational software available to adult literacy students and tutors at 10 public libraries in two rural counties. (Appendixes include project documents: correspondence, training agenda, handouts, tutor surveys, and student surveys.) (KC)

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Final Report

Project C.A.P.A.B.L.E.

99-8009

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FINAL REPORT

PROJECT C.A.P.A.B.L.E.

Computer Assistance Project for Adult Basic and Literacy Education

99-8009

July 1, 1997 - June 30, 1998

Sherry C. Spencer
Project Director
Bradford-Wyoming Co. Literacy Program
Bradford Co. Library

Grantor:

Pennsylvania Department of Education
Bureau of Adult Basic and Literacy Education
333 Market St.
Harrisburg, PA 17126-0333

Grantee:

Bradford Co. Library
RR 3, Box 320
Troy, PA 16947
717-297-2436
$5,000
99-8009

The activity which is the subject of this report was supported in part by the U.S. Department of Education. However, the opinions expressed herein do not necessarily reflect the position or policy of the U.S. Department of Education, and no official endorsement by these agencies should be inferred.

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ABSTRACT PAGE Project No. 99-8009

Grant Recipient:

Bradford Co. Library
RR 3, Box 320
Troy, PA 16947
717-297-2436

Program Name:

Bradford-Wyoming Co. Literacy Program

Grant Allocation:

$5,000

Project Period:

July 1, 1997 - June 30, 1998

Project Director:

Sherry C. Spencer

Project Purposes:

The project proposed to add computer-assisted instruction to a "one to one" two county adult literacy program.

Project Outcomes:

1. Software was selected for literacy instruction in reading, math, grammar, spelling, and ESL.
2. Twenty six (26) volunteer tutors attended three basic computer trainings.
3. Laubach Way to Reading software was installed on public access computers at ten public libraries in Bradford and Wyoming Counties.
4. The eight adult learners and their eight volunteer tutors were surveyed about their experiences with using the computers.

Impact:

1. The Bradford-Wyoming Co. Literacy Program now includes a section on computers in its pre-service tutor training workshop.

2. Twenty six volunteer tutors attended basic computer trainings.

3. Eight literacy students (six basic and two ESL) were introduced to computers.

4. Four adult literacy students (two basic and two ESL) purchased their own personal computers during the year.

5. Utilizing public access computers at local public libraries, the Literacy Program made available educational software to adult literacy students and volunteer tutors at ten public libraries in these two rural counties.

Product or Training Developed: N/A

Products Available From: N/A

Project Continuation and/or Future Implications:

1. The Literacy Program will continue to include basic computer skills in its tutor training workshop.

2. The Literacy Program will continue to recommend computer-assisted instruction as a tool for volunteer tutors to use with their students. Computers never tire and never go on vacation.

3. The Towanda Public Library plans to dedicate a computer to the Literacy Program. This computer located near the tutoring alcoves will have the educational software purchased from this project.

Conclusions/Recommendations:

1. The public library, easily accessible and non-threatening, can provide computer hardware for volunteer tutors and their literacy students to use.
2. Volunteer tutors are the key to introducing their students to technology. If the tutors have a positive attitude, they will be able to help their students.
3. AdvancE did not have a review of educational software available. It is recommended that AdvancE have some kind of software review available.
4. Library staff needs to be trained in technology. Although library staff was cooperative and hospitable for the project, there was a broad range of computer expertise.

Additional Comments:

Introduction

The Bradford-Wyoming Co. Literacy Program, headquartered at the Bradford Co. Library, proposed to develop a two county program of computer assisted instruction for adult literacy students with the use of public access computers at local public libraries. This project was an adaption/adoption of a previous 353 project, #98-4006, "Library Computer-Assisted Tutoring," conducted by Central Susquehanna Intermediate Unit #16.

This project proposed to 1) review and select appropriate software for literacy instruction in reading and math, 2) train 30 volunteer tutors in basic computer skills, 3) to purchase and install software in public access computers at the nine member libraries of the Bradford Co. Library System and the Tunkhannock Public Library in Wyoming Co., and 4) to evaluate the project by surveying the participating tutors and students. The necessity for this project became evident when Literacy Program staff was exploring ways to introduce technology into the curriculum. Most volunteer tutors were unfamiliar with computers and as a result did not attempt computer-assisted instruction. This project provided computer training for volunteer tutors. The computer training plus the accessibility of educational software at a familiar local library helped to raise the volunteers' comfort level with computers.

The time frame for this project was July 1, 1997 - June 30, 1998. The Project Director was Sherry Spencer, Program Director of the Bradford-Wyoming Co. Literacy Program. The key person in the development and implementation of the project was Terri Chapman. She attended the Point of Contact training and has been the Literacy Program's P.O.C. person.

This report should be of interest to volunteer literacy programs that do not have large budgets or do not have learning centers available. Copies of this report are available from AdvancE, Pennsylvania Department of Education, 333 Market St., Harrisburg, Pa 17126-0333 and the Western Pennsylvania Adult Literacy Resource Center, 5347 William Flynn Highway, Gibsonia, PA 15044.

Report

The necessity for this project became apparent in light of the increasing technology in today's world. Because the Literacy Program did not have any computers designated for instruction, it had very little educational software. Most tutors were unfamiliar with computers and did not attempt any computer-assisted instruction. Since the Literacy Program serves two rural counties, Bradford and Wyoming, many tutor/student pairs meet at local libraries. Providing computer training for volunteer tutors and software for the public access computers at ten public libraries seemed an effective way to introduce tutors and students to computers. The computers gave the adult learners another modality of learning reading, writing, and math skills. Some students even used the computers independently.

The goal of this project was to add computer-assisted instruction to a "one to one" two county adult literacy program. The objectives were 1) to review and select appropriate software for literacy instruction in reading and math, 2) to train 30 volunteer tutors in basic computer skills, 3) to purchase and install software in public access computers at the nine member libraries of the Bradford Co. Library System and the Tunkhannock Public Library in Wyoming Co., 4) to evaluate the project with surveys of tutors and students. The librarians at the ten public libraries were included in the project from the beginning. Their cooperation was a key component of the project's success. The Northern Tier Career Center and Tunkhannock Area School District provided computer training for volunteer tutors. Tutor trainers added a component on computer skills for incoming volunteer tutors. All of the objectives were met; however, only 26 volunteer tutors were trained in computer skills, instead of 30.

Procedure

The project director met early in the project year with the Literacy Program staff and Terri Chapman to explain the project and outline what the project involved. Mrs. Spencer and Ms. Chapman began to review software and decided to order the Laubach Way to Reading software from New Readers Press. When the tutor training team held its annual summer meeting to plan the year's workshops, Mrs. Spencer outlined the project to the tutor trainers. Ms. Chapman, who is also an apprentice tutor trainer, designed a component on basic computers to include in the pre-service tutor training workshop. Mrs. Spencer contacted Northern Tier Career Center about holding a computer training at that facility. Judy Cooper, Wyoming Co. Outreach Coordinator, contacted Barb Landon at Tunkhannock High School about holding a computer training for the Wyoming Co. tutors at the high school. In the meantime, the project was announced in the Literacy Program's newsletter, "One to One News," and two computer trainings were publicized to active tutors. Nine tutors attended the workshop at the NTCC and three attended the workshop in Tunkhannock.

Mrs. Spencer attended a Librarians' Workshop, which is a regularly held meeting of librarians in the Bradford Co. Library System. She explained the project and asked for their help. The librarians seemed interested, cooperative, and willing to have educational software installed on the

public access computers in their libraries. Most were familiar with the Literacy Program and have student and tutor pairs meeting regularly at their libraries. In November, Ms. Chapman began visiting the libraries to install the software. This proved to be a long process because of her schedule and the limited hours that some of the libraries were open. In January the first student and tutor pair began using the software at the Sayre Public Library. Other students and tutors were encouraged to use the software in newsletters during the year and individual notes sent to the active tutors. In April another computer training developed through the Central-Northeast Regional Professional Development Center. Leslie Foster, Master Technology Trainer, conducted a 6 hour two session training on "Incorporating Computer Literacy into ABE Programs" at the Towanda High School. Fourteen volunteer tutors attended that training.

Towards the end of the project with funds available, additional software was purchased. This included "Grammar Games," "Spell It Deluxe," "Math for the Real World," "Let's Talk English,"Triple Play Plus English,' and "Driver's Education." This additional software was purchased because after several months of using the Laubach Way to Reading software, some tutors were reporting that they thought that software was "boring." Also, because it was a DOS based program, it wasn't as easy for someone to access on the computer as a Windows based program. Unfortunately, because this software was purchased later in the project year, not many students and tutors were able to use it.

In June the project was evaluated with surveys being mailed to the participating students and tutors. Of the eight students and eight tutors who used the LWR software at their local libraries, six tutors and five students responded to the survey.

Objective 1: to review and select appropriate software for literacy instruction.

In August of 1997, AdvancE was contacted to see what computer software was available for teaching reading and math. AdvancE sent "Present Yourself for Success," Steck Vaughn (on 3.5 disks); "The Parenting Disk;" "Verbs," "Capitalization," "Nouns and Pronouns," Hartley (on 5.25 disks) ; "New Math Blaster Plus," Davidson, and a workbook, "How to Write for Every Day Living." These were either inappropriate for the project or were outdated. When AdvancE was asked for a review of educational software, the answer was that there was none.

The February, 1997 issue of "Focus" reviewed projects that dealt with technology. One project that was featured was "Technological Aids in the Adult Beginning Reader Classroom." The project director wrote to project director Barbara Van Camp in Tallahassee, FL for further information about the project, but Ms. Van Camp did not respond.

The project director and Ms. Chapman reviewed the software available and decided to purchase the Laubach Way to Reading software from New Readers Press. This was the software which had been used in the project being adapted/adopted, #98-4006. Many of the Literacy Program's

students were using Laubach Way to Reading as a core curriculum so students and volunteer tutors would feel comfortable with this series. The software was designed to improve students' reading comprehension and increase their sight vocabulary. The software offered a special continuity to literacy students by matching each disk (total of four) to a Laubach Way to Reading Skillbook, in the same color code. There were three exercises in each lesson. The software lessons were, therefore, supplementary lessons to the Skillbook lessons. The software lessons were modified cloze exercises (blank spaces left in sentences) that challenged the student to use language oriented clues to predict missing words and to search for meaning utilizing clues to predict missing words and to search for meaning utilizing information given in previous sentences. It was also designed to provide opportunities for improvement of sight word retention skills. At the time of Project #98-4006, this software was new. In 1997 the price had been reduced because it was a DOS based program.

Towards the end of this project with some funds available, additional software was purchased. This software included "Grammar Games," "Spell It Deluxe," " Math for the Real World," Davidson (CDROM) (10 copies), "Triple Play Plus English," "Let's Talk English," Living Language Multimedia (3 copies each), and "Driver's Education," Sierra (1 copy). The Davidson software was purchased because Ms. Chapman was familiar with that company. The Living Language Multimedia software was recommended by another literacy council. The Sierra "Driver's Education" was reviewed in Newsweek as good and inexpensive ($49.99).

Objective 2: to train 30 volunteer tutors in basic computer skills.

The project director enlisted the help of Joanna Naylor at Northern Tier Career Center in Towanda to conduct a two session workshop on basic computer skills for volunteer tutors. She offered to conduct the workshop at NTCC where a computer lab was available. Announcement was mailed to the Literacy Program's volunteer tutors about the October workshop. Nine volunteer tutors attended the 6 hour workshop on October 13 and 16, 1997.

To serve the Wyoming Co. volunteer tutors, the Literacy Program's Outreach Coordinator in Wyoming Co. contacted Barbara Landon of Tunkhannock High School. She presented a similar basic computer skills workshop at Tunkhannock High School in November. Three volunteer tutors attended that workshop.

When the Master Technology Trainers began scheduling workshops, the project director asked Central-Northeast Professional Development Center Coordinator Gail Leightley if a workshop could be scheduled for volunteer tutors. Ms. Leightley arranged for Master Technology Trainer, Leslie Foster, to present a six hour training at Towanda High School. Fourteen volunteer tutors attended that training.

For the new volunteer tutors who were trained during the project year, the Literacy Program's tutor training team added a component on computer skills to the workshop schedule. This was a brief overview, but introduced the idea of using computers with literacy students and the

availability of hardware and software available at the ten local public libraries.

Objective 3: to purchase and install software in public access computers at the nine member libraries of the Bradford Co. Library System and the Tunkhannock Public Library in Wyoming Co.

As previously explained in Objective 1, the Laubach Way to Reading software was purchased during the project year for use in the individual libraries. The librarians were informed of the project at a Librarians' Workshop which is held regularly in Bradford Co. They all indicated support for the project. Many of them have student/tutor pairs meeting at their libraries. When the software arrived, Terri Chapman, computer consultant, contacted the librarians as to when she could install the software. This turned out to be a slow process because of Ms. Chapman's schedule and the limited hours that most of the libraries are open. Ms. Chapman met with the librarians, installed the software, and left a poster with instructions for the volunteer tutors.

In January the first student and tutor pair began using the software at the Sayre Public Library. If a tutor/student pair had trouble accessing the program, Ms. Chapman was available to meet with them and give further instruction about the program.

Towards the end of the project, additional software was purchased as explained in Objective 1. This software was distributed to the libraries in the Bradford Co. Library System and also sent to the Tunkhannock Public Library which is not part of the Bradford Co. Library System.

An advantage of this project was having a part time person, Ms. Chapman, available to install the software and to take care of any problems that arose with the software. She was available for the librarians to contact if students, volunteer tutors, or library staff had problems with the software.

Objective 4: to evaluate the project with appropriate surveys of tutors and learners.

At the end of the project, surveys were mailed to the volunteer tutors and students who used the Laubach Way to Reading software.

Tutor Survey

Tutors gave the following responses in their survey. (6 tutors responded.)

1) How does it feel to use the computer?
Fine. Like playing a game. No problem! OK. It was fun. Comfortable. New system to learn.

2) Is this your first time to use a computer? Five responded no, and one responded yes.
One responded that she used a computer at work.

3) Did you find the software effective for your student? Five responded yes, one responded no.
Responses included: We are already beyond the program.
She was pleased with it.
I think the software was too basic.
Same as the books.

4) Did you encourage your student to use the computer? Why or why not?
Six responded yes. Responses included: She learns from the computer by trial and error.
The student lives near the library. (Accessibility)
She can continue to learn while I am on vacation or after her tutoring stops. All people need computer skills.
We only used it twenty minutes at the end of class.
She would like to take a computer course- more advanced.
No encouragement needed. She was motivated.

5) Did you find the computer training for tutors helpful?
Two responded yes. Two responded did not attend. One responded did not use it.
One responded that the training was not helpful because questions were not answered.

6) Did you find the Lawbook Way to Reading software helpful? Four responded yes. One responded no. One responded that she found it antiquated and pressing "enter" 100 times to be monotonous.

7) What did you like best?
Responses included: It gave my student a sense of accomplishment.
The novelty. Coordinated with the books (Lawbook).
It was easy and good for beginners.
The student gets more out of it.

8) What did you like least?
Responses included: The software, while usable, is dated. It does not have a Windows "look." The mouse. Not interesting or stimulating. Surveys.
Nothing. It's good.

9) What kind of software would you and your student like to use?
Responses included. A new version, based on Windows.
Dictionary, English grammar.
Graphics are much improved since the Lawbook software was created. I would like to see/hear whistles, bells, dancers, etc. that appear when a correct answer is given!
Not familiar enough to answer this question.
I think my student would like a more advanced adult computer course.
Vocabulary.

10) Do you have any suggestions?
Make sure that tutors who are not computer literate are trained. This will give them a benefit of a sense of accomplishment.
I am not familiar with educational software.
I will discuss it with my student.

Additional comments from tutors:
My student loved using the computer. He thought it really helped him.

Responses from non-participating tutors as to why they did not try the computer with their student: My student doesn't know the keyboard.
My student was afraid of it (computer).

Student Survey
Students gave the following responses in their survey. (Five students responded.)

1) How does it feel to use the computer?
I don't know how to use it well. It's new, but I have to learn to use them. Good. Fantastic!

2) Is this your first time to use a computer?
Two responded no. Two responded yes.

3) How much did you use the computer at the library?
20 hours. Once a week (January - June, 1998). Three times for three hours. 2 - 3 times.

4) Were you comfortable using the computer?
Three responded yes. One responded no.

5) How do you feel about computers now?
Good. I was comfortable with it from the beginning. I like it. I really love it.

6) Did you find the software helpful?
Three responded yes. One responded no.

7) What did you like best?
To see the books in a different way.
Teaches me better. I liked the "score." I don't know. Using the machine. Read and pick.

8) What did you like the least?
None. Nothing. I don't know. I really loved it.

9) What would you like to learn on the computer?
Math and use the words "pos." (sic) Check writing skills. I want to learn how to use the computer better. Read better.

10) Do you have any suggestions?
Math and grammar. None. No, I don't. No.

The fifth student responded to the survey: "I never use the computer for my life." (sic)

Evaluation: See Objective 4 above.

Dissemination:

Copies of this final report will be disseminated to AdvancE, Pennsylvania Department of Education, 333 Market St., Harrisburg, PA 17126-0333 and the Western Pennsylvania Adult Resource Center, 5347 William Flynn Highway, Gibsonia, PA 15044.

Conclusions and Recommendations:

1) The public library, easily accessible and non-threatening, can provide computer hardware for volunteer tutors and their literacy students to use.

2) Volunteer tutors are the key to introducing literacy students to technology. If the tutor has a positive attitude, he/she will be able to help the student. The students who used the LWR software, for the most part, enjoyed the software and thought it was beneficial to them. Even the most basic low level student was able to enjoy using the computer. The volunteer tutors were the ones who put up the barriers and rationalize why students wouldn't want to use a computer, i.e. "My student doesn't know the keyboard."

3) AdvancE did not have a review of educational software available. It is recommended that AdvancE have some kind of software review available and have up-to-date software available to loan to programs.

4) Library staff needs to be trained in technology. Staff was cooperative and hospitable for the project; however, there was a broad range of computer expertise among staff at the ten participating libraries.

5) Finally, this project demonstrated that literacy students are receptive to computers. The computer is an additional tool to help them learn, and it has now become an integral part of today's world, like the television and telephone. The technology needs to be accessible to the student and can be introduced to the student by a volunteer literacy tutor who has some basic knowledge of how a computer works. Computers are here to stay. Both literacy students and volunteer tutors are capable of using them to increase literacy skills, job prospects, and a sense of empowerment.

Bibliography

Davidson, Grammar Games

Spell It Deluxe

Math for the Real World

Living Language Multimedia, Let's Talk English

Triple Play English

New Readers Press, Laubach Way to Reading Software, Skillbooks 1 - 4

Sierra, Driver's Education

APPENDIX

BRADFORD-WYOMING COUNTY LITERACY PROGRAM

Each One Teach One

Bradford County Library
R R 3, Box 320
Troy, Pennsylvania 16947

Phone: (717) 297-3375
Fax: (717) 297-4197

August 21, 1997

Barbara Van Camp
Leon County Schools Adult and Community Education
3111-21 Mahan Dr.
Drawer 106
Tallahassee, FL 32311

Dear Ms. Van Camp:

I read about your 1994 project, "Technological Aids in the Adult Beginning Reader Classroom," in the February 1997 issue of "Focus," a Pennsylvania bulletin which reviews and features outstanding 353 projects. I have a 353 project for '97 - '98 to use public access computers in public libraries for adult literacy instruction. This is an adaption/adoption of a previous 353 project by another literacy program. Currently, I am searching for software which would be appropriate for adult literacy students and tutors to use.

Could you send me a copy of your "Curriculum for the Adult Beginning Reader: Level 0 - 3?" I would also be interested in anything you could send me about your project. The February issue of "Focus" reviewed the addendum, but a previous issue had reviewed the entire project. I would appreciate a copy of the addendum and the curriculum. Please let me know if there is a charge for shipping.

I am looking forward to seeing your report. Your project sounds interesting. Thank you so much for your cooperation.

Sincerely,

Sherry Spencer

Sherry Spencer
Program Director
Bradford-Wyoming Co. Literacy Program
e-mail: bwclit@epix.net

```
Search Request: K=LITERACY AND D.FMT.                    PDE Resource Center
Search Results: 3 Entries Found                                Keyword Index
-------------------------------------------------------------------- L30F
      DATE  TITLE:                                    AUTHOR:
   1  1993  A day in the life (datafile)                                RC
   2  1991  The Berlin wall a social studie (datafile)                  RC
   3  1987  Improving your self-concept (datafile)                      RC
-------------------------------------------------------------------------
STArt over          Type number to display record
HELp
OTHer options
NEXT COMMAND:
Search Request: K=ADULT EDUCATION AND D.FMT.              PDE Resource Center
Search Results: 7 Entries Found                                Keyword Index
-------------------------------------------------------------------- L30F
      DATE  TITLE:                                    AUTHOR:
   1  1991  The Berlin wall a social studie (datafile)                  RC
   2  1988  Education for employment task a (datafile)  Illinois       RC
   3  1988  Task analyses for agricultural (datafile)                  RC
   4  1987  Education for employment task a (datafile)  Illinois       RC
   5  1987  Education for employment task a (datafile)                  RC
   6  1987  Improving your self-concept (datafile)                     RC
   7  1985  CORE Reading and vocabulary  de (datafile)  Hamilton, Priscill RC
-------------------------------------------------------------------------
STArt over          Type number to display record
HELp
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NEXT COMMAND:
Search Request: K=TUTORING AND D.FMT.                     PDE Resource Center
Search Results: 2 Entries Found                                Keyword Index
-------------------------------------------------------------------- L30F
      DATE  TITLE:                                    AUTHOR:
   1  1985  Math assistant I (datafile)                                 RC
   2  1985  Math assistant II (datafile)                                RC
-------------------------------------------------------------------------
STArt over          Type number to display record
HELp
OTHer options
NEXT COMMAND:
Search Request: K=MATH AND D.FMT.                         PDE Resource Center
Search Results: 4 Entries Found                                Keyword Index
-------------------------------------------------------------------- L30F
      DATE  TITLE:                                    AUTHOR:
   1  1991  New math blaster plus (datafile)                           RC
   2  1985  Math assistant I (datafile)                                RC
   3  1985  Math assistant II (datafile)                               RC
   4  1982  Survival math (datafile)                                   RC
-------------------------------------------------------------------------
STArt over          Type number to display record
HELp
OTHer options
NEXT COMMAND:
Search Request: K=READING AND D.FMT.                      PDE Resource Center
Search Results: 5 Entries Found                                Keyword Index
-------------------------------------------------------------------- L30F
      DATE  TITLE:                                    AUTHOR:
   1  1991  The Berlin wall a social studie (datafile)                  RC
   2  1989  Readability formulas (datafile)                            RC
   3  1988  Our weird and wacky world (datafile)                       RC
   4  1986  Capitalization a reading and la (datafile)                 RC
   5  1985  CORE Reading and vocabulary  de (datafile)  Hamilton, Priscill RC
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STArt over          Type number to display record
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PROJECT C.A.P.A.B.L.E.

Computer Assistance Project for Adult Basic and Literacy Education

What is it? A Section 353 Special Demonstration Project, funded by PA Dept. of Education, to develop a two county program of computer-assisted instruction for adult literacy students with the use of public access computers at local public libraries.

When? July 1, 1997 - June 30, 1998

Where? Bradford Co. Library System: Bradford Co. Library
Spalding Memorial Library, Athens
Green Free Library, Canton
Monroeton Public Library
Sayre Public Library
Towanda Public Library
Allen F. Pierce Library, Troy
Mather Memorial Library, Ulster
Wyalusing Public Library

Wyoming Co. Tunkhannock Public Library

For more information, contact: Sherry Spencer, Program Coordinator
Bradford-Wyoming Co. Literacy Program
Phone: 297-3375
Fax: 297-4197
E-mail: bwclit@epix.net

Bradford County Library System
R.R. #3 Box 320
Troy, Pennsylvania 16947

Phone: 717-297-2436 FAX: 717-297-4197 E-Mail: bclpublb@epix.net

Sept. 15, 1997

To: System Librarians
From: Dolly Webster, Bradford Co. Library

Re: Librarians Workshop

There will be a librarian's workshop on October 3, 1997 at the Allen F. Pierce Free Library, Troy. The meeting will start at 10:00am.

- **Output Schedule:** Oct. 6th------Number 38 & **40 (#40 is very important)**
  Oct. 13th-----Number 38 & 28
  Oct. 20th-----Number 30
  Oct. 27th-----Number 33

If you need copies of these schedules please call and they will be faxed.

- Please remember to bring your video's and your audio's with you for rotation. Have your audio's packaged to go to the next library.

- If you have E-Mail capability please send me your library's e-mail address. E-mail me at: bclpublb@epix.net

AGENDA:

9:30	**Coffee**
10:00	**Discussion of Reference Grant** (Please check your list from Rhonda and Cliff for ideal reference selections. Select three possible print purchases.)
11:00	**Sherry Spencer—Bradford County Literacy Council** (Discussion on the Community Development Block Grant the literacy program has received)
11:30	**System Member Activities**
12:00	**Lunch** (On our own at one of the local restaurants. We will take a count at the beginning of the meeting.)

Bradford-Wyoming Co. Literacy Program

Computer Workshop for Tutors

Place: Northern Tier Career Center

Dates: October 13 and 16, 1997

6:30 - 8:30 P.M.

Attendance List:	Oct. 13 (2 hrs.)	Oct. 16 (2 hrs.)
Farrell, Eileen	X	X
Fedorchak, Mary	X	X
Foster, Mary	X	X
Pierce, Marie	X	X
Schad, Helen	X	
Seeley, Clyde	X	X
Summers, Emily	X	X
Toft, Joan	X	
Van Alstine, Jean	X	X

Computer Workshop October 13, 1997

1. Tracy Pierce
2. Mary Fedorchak
3. Mary Fote
4. John B. Tajet
5. Cigar T. Selby
6. [illegible]
7. Ellen Hasiak
8. Emily Summers
9. Helen Sahad
10.
11.
12.

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Computer Workshop October 16, 1997

1. Eileen Jarrell
2. Mary Fedorchak
3. Mary Foster
4. Marie Pierce
5. Jean Van Ostrum
6. Brigid T. Sibley
7. Emily Summers
8.
9.

(7)

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BRADFORD-WYOMING COUNTY LITERACY PROGRAM

Each One Teach One

Bradford County Library
R R 3, Box 320
Troy, Pennsylvania 16947

Phone: (717) 297-3375
Fax: (717) 297-4197

October 29, 1997

Joanna Naylor
Northern Tier Career Center
RR# 1, Box 157A
Towanda, PA 18848

Dear Joanna:

On behalf of the Bradford-Wyoming Co. Literacy Program, I want to thank you for teaching an introductory computer class for our volunteer tutors. From all reports everyone seemed to enjoy the class. Thank you for providing an introductory, non-threatening class for our volunteers.

We're excited about our 353 project which will make some instructional software available to our tutors and students on the public access computers at the local libraries. We appreciate your participation in our project.

Thanks again for your help. We appreciate your cooperation and support.

Sincerely,

Sherry Spencer
Program Director
Bradford-Wyoming Co. Literacy Program

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Sincerely,

Sherry Spencer
Program Director
Bradford-Wyoming Co. Literacy Program

Tunkhannock Area Middle School

Philadelphia Avenue
Tunkhannock, Pennsylvania 18657
(717) 836-3111

JOSEPH P. PAPI
Principal

ROBERT J. FORDIANI
Assistant Principal

JERRY S. MORGAN
Director of Activities

DONNA J. COSLETT
Guidance Counselor

HARRY W. WILSON
Guidance Counselor

Sherry Spencer
Bradford County
RR 3 Box 320
Troy, PA 16947

Dear Sherry,

On November 11 and November 12, 1997 I trained several women on using reading literacy software in the Tunkhannock Area High School. I am writing this letter by request of Judy Cooper. If there is any other information that you would like, please feel free to contact me at 717 8368206. Thank you.

Sincerely,

Barbara Landon

Barbara Landon
Technology Coordinator
Tunkhannock Area School District

BRADFORD-WYOMING COUNTY LITERACY PROGRAM

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November 24, 1997

Barb Landon
Tunkhannock Middle School
Philadelphia Ave.
Tunkhannock, PA 18657

Dear Ms. Landon:

On behalf of the Bradford-Wyoming Co. Literacy Program, I want to thank you for conducting an introductory computer class for our volunteer tutors. From all reports everyone seemed to enjoy the class. Thank you for providing an introductory, non-threatening class for our volunteers,

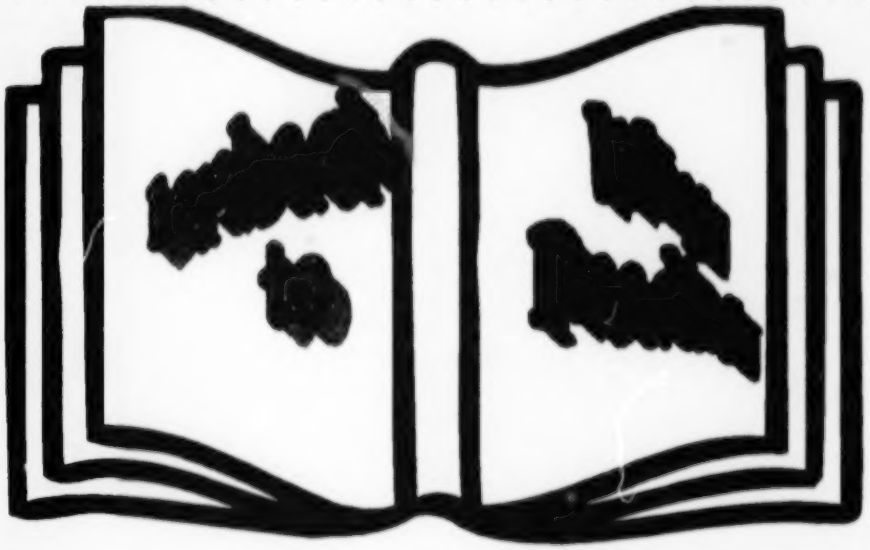
We're excited about our 353 project, Project C.A.P.A.B.L.E., which will make some instructional software available to our tutors and students on the public access computers at the local libraries. We appreciate your participation in our project.

Thanks again for your help. We appreciate your cooperation and support.

Best wishes for a happy Thanksgiving.

Sincerely,

Sherry Spencer
Program Director
Bradford-Wyoming Co. Literacy Program



1. Go to the DOS prompt (It will look like this C:\> on a black screen).

2. At the prompt, type "lwrs1" for skillbook one exercises, "lwrs2" for skillbook two exercises (lwrs3 or lwrs4, depending on what skillbook you are in or want to review). Press the ENTER (or sometimes called the RETURN) key.

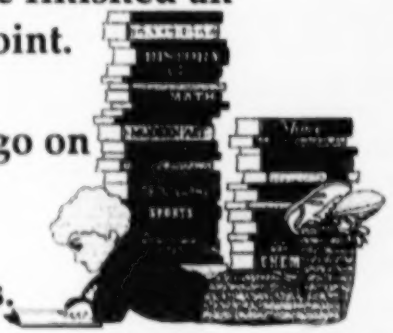
3. A menu of choices will pop up on the screen. Choose STUDENT using the mouse and click on it.

4. Follow the directions on the bottom of the screen to complete each exercise.

5. The screen will tell you when you have finished an exercise. You may go on or stop at that point.

6. Follow the directions on the screen to go on or quit.

7. Ask for help if you have any questions.



Incorporating Computer Literacy into ABE Programs

Training Module for Practitioners

4-6 hours of training

Have you ever wondered how to include computer literacy components in basic skills instruction? One-on-one tutoring? This training is designed to show adult educators how to include computer-based instruction methods in the ABE classroom. Participants in this training will learn to utilize their existing computer technology in ways that enhance the learning of ABE students. Adult students need to master basic computing skills to ensure a chance of success in the job market. Skills in reading, writing and arithmetic are no longer enough. Participants will explore ways to integrate technology experiences with real life situations. This training is designed to show the use of computers as an effective and enjoyable instructional method to integrate into the ABE classroom. This combination allows for a non-threatening forum for students to acquire basic skills, for increased interaction between learners, and flexibility to adapt to specific learner needs. The trainers will demonstrate exercises and techniques that facilitate mastery of basic skills including computer literacy.

The training is appropriate for all adult basic and literacy educators.

Contents of the Incorporating Computer Literacy into ABE Programs training include:

- Methods of Incorporating
- Activity and Project Suggestions
- Problem Solving
- Using Available Software
- On-line Activities
- Why Incorporate?

Event:	Incorporating Computer Literacy into ABE Programs, Session 1
Date:	Wednesday, April 15th
Time:	6:00 - 9:00
Location:	Towanda High School
Trainer:	Leslie Foster
Comment:	The second session will be held on April 29th, same time and location. The focus of this training will be on helping tutors prepare to use public library computers for one-on-one tutoring. Enrollment is limited to 15 people.
RSVP:	By April 10th, to Bradford-Wyoming Literacy Program, 717-297-3375

Bureau of Adult Basic & Literacy Education
able
Pennsylvania Department of Education
Special Project

PROJECT C.A.P.A.B.L.E.
TUTOR SURVEY

Please answer the following questions and return the survey in the enclosed envelope.
Thank you.

1. How does it feel to use the computer?
   Fine
2. Is this your first time to use a computer?
   No
3. Did you find the software effective for your student?
   Very
4. Did you encourage your student to use the computer? Why or why not?
   Yes
5. Did you find the computer training for tutors helpful?
   Did not attend.
6. Did you find the Laubach Way to Reading software helpful?
   Yes
7. What did you like best?
   It gave my student a sense of accomplishment.
8. What did you like least?
   The software, while usable, is dated it does not have a "windows" look.
9. What kind of software would you and your student like to use?
   A new version, based on Windows
10. Do you have any suggestions?
    Make sure that tutors who are not computer literate are trained. This will also give them a benefit of a sense of accomplishment.

Thank you for your help!

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PROJECT C.A.P.A.B.L.E.
TUTOR SURVEY

Please answer the following questions and return the survey in the enclosed envelope.
Thank you.

1. How does it feel to use the computer?
   Like playing a game
2. Is this your first time to use a computer?
   yes
3. Did you find the software effective for your student?
   We are already beyond these programs
4. Did you encourage your student to use the computer? Why or why not?
   yes, she learns from the computer by trial and error
5. Did you find the computer training for tutors helpful?
   yes
6. Did you find the Laubach Way to Reading software helpful?
   no
7. What did you like best?
   the novelty
8. What did you like least?
   the mouse
9. What kind of software would you and your student like to use?
   dictionary, English grammar
10. Do you have any suggestions?
    no

Thank you for your help!

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PROJECT C.A.P.A.B.L.E.
TUTOR SURVEY

Please answer the following questions and return the survey in the enclosed envelope.
Thank you.

1. How does it feel to use the computer?

   No problem!

2. Is this your first time to use a computer?

   No, I use one at work & at home.

3. Did you find the software effective for your student?

   Yes, she was pleased with it.

4. Did you encourage your student to use the computer? Why or why not?

   Yes, due to her availability to use the library (next door)

5. Did you find the computer training for tutors helpful?

   Yes

6. Did you find the Laubach Way to Reading software helpful?

   I found it to be antiquated & pressing "enter" 100 times to be monotonous

7. What did you like best?

   Combined with books (Laubach)

8. What did you like least?

   Not interesting or stimulating

9. What kind of software would you and your student like to use?

   Graphics are much improved since the Laubach software was created. I would like to see pleasant sounds, bells, dancers, etc appear when a correct answer is given!

10. Do you have any suggestions?

    I am not familar with educational software.

Thank you for your help!

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PROJECT C.A.P.A.B.L.E.
TUTOR SURVEY

Please answer the following questions and return the survey in the enclosed envelope.
Thank you.

1. How does it feel to use the computer? OK

2. Is this your first time to use a computer? No

3. Did you find the software effective for your student? Yes

4. Did you encourage your student to use the computer? Why or why not? Yes, so she can continue to learn while I am on vacation (or after she stops tutors). All people need computer skills

5. Did you find the computer training for tutors helpful?
Did not attend.

6. Did you find the Laubach Way to Reading software helpful? Yes

7. What did you like best?

8. What did you like least? Surveys

9. What kind of software would you and your student like to use?
Not familiar enough to answer this question.

10. Do you have any suggestions?

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Thank you for your help!

Sherry. I was away for a few days and unable to meet your deadline. Sorry.
Kathi

PROJECT C.A.P.A.B.L.E.
TUTOR SURVEY

Please answer the following questions and return the survey in the enclosed envelope.
Thank you.

1. How does it feel to use the computer?
   It was fun.
2. Is this your first time to use a computer?
   no
3. Did you find the software effective for your student?
   No I think it was too basic.
4. Did you encourage your student to use the computer? Why or why not?
   Yes We only used it 20 min at end of class
   She would like to take a computer course more advanced.
5. Did you find the computer training for tutors helpful?
   I didn't use it
6. Did you find the Laubach Way to Reading software helpful?
   Yes!
7. What did you like best?
   It was easy and good for beginners
8. What did you like least?
9. What kind of software would you and your student like to use?
   I think my student would like a more advanced adult computer course
10. Do you have any suggestions?
    I will discuss it with my student

Thank you for your help!

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Tutor Survey Responses:
1. How does it feel to use the comp? "Comfortable" "New system to learn"
2. Is this your first time to use a computer? "No"
3. Did you find the software effective for your student? "Yes..same as books"

4. Did you encourage your student to use the computer?why or why not? "None needed...student was motivated"

5. Did you find the computer training for tutors helpful? "Not too much....questions were not answered"

6. Did you find the LWR software helpful? "Yes"
7. What did you like best? "Student gets more out of it"
8. " " " " least?"Nothing...thinks its good"
9. What kind of software would you like to use? "Vocabulary"
10. Any suggestions? "None"

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Student Survey Responses:

1. How does it feel to use the computer? "Fantastic"
2. Is this your first time to use a computer? "Yes"
3. How much did/do you use the computer at the library? "once a week"
4. Were you comfortable using the computer? "Yes"
5. How do you feel about computers now? "I was comfortable from the beginning"
6.
7. What did you like best? "Teaches me better..likes the score"
8. " " " " least? "Nothing"
9. What kind of software would you like to use?(additional skills to learn on comp)? "Checkwriting skills and Math"
10. Any suggestions?? "None"

I met with these two the same afternoon I was over to see you(Friday) and so it is not in a rating format....I think it could still be used since their answers were short. LOVES the computer and is willing to learn. She was really trying hard and appreciated the praise.....one thing I didnt agree with was the fact that Mrs. told me she is using it in lieu of the workbook... she said she incorporates other skills but felt the computer "taught" it better than she could. I think we should, again, tell them via a newsletter or something that it is best use as a supplement..I know we told them that before.

I will see you tomorrow sometime in the afternoon. I have 2 students to work with in the morning now but as soon as I get done, I will try to get there.

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PROJECT C.A.P.A.B.L.E.
STUDENT SURVEY

Please answer the following questions and return the survey in the enclosed envelope.
Thank you.

1. How does it feel to use the computer?

2. Is this your first time to use a computer?

3. How much did you use the computer at the library?

4. Were you comfortable using the computer?

5. How do you feel about computers now?

6. Did you find the software helpful?

7. What did you like best?

8. What did you like least?

9. What would you like to learn on the computer?

10. Do you have any suggestions?

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Thank you for your help!

I never use The Computer for my life.

PROJECT C.A.P.A.B.L.E.
STUDENT SURVEY

Please answer the following questions and return the survey in the enclosed envelope
Thank you

1. How does it feel to use the computer?
   [illegible] have to learn [illegible]
2. Is this your first time to use a computer?
   yes
3. How much did you use the computer at the library?
   20 hr
4. Were you comfortable using the computer?
   ye
5. How do you feel about computers now?
   good
6. Did you find the software helpful?
   yes
7. What did you like best?
   To see the books on a [illegible]
8. What did you like least?
9. What would you like to learn on the computer?
   math and use the words I no.
10. Do you have any suggestions?
    math and Grammar

Thank you for your help!

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PROJECT C.A.P.A.B.L.E.
STUDENT SURVEY

Please answer the following questions and return the survey in the enclosed envelope.
Thank you.

1. How does it feel to use the computer?

   I don't know how to use it well.

2. Is this your first time to use a computer?

   No, It isn't.

3. How much did you use the computer at the library?

   three time for three hour.

4. Were you comfortable using the computer?

   No, I don't.

5. How do you feel about computers now?

   I like it,

6. Did you find the software helpful?

   No,

7. What did you like best?

   I don't know.

8. What did you like least?

   I don't know.

9. What would you like to learn on the computer?

   I want to learn ~~to~~ how to use the computer better.

10. Do you have any suggestions?

    NO. I don't.

Thank you for your help!

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PROJECT C.A.P.A.B.L.E.
STUDENT SURVEY

Please answer the following questions and return the survey in the enclosed envelope
Thank you

1. How does it feel to use the computer?
   good
2. Is this your first time to use a computer?
   yes
3. How much did you use the computer at the library?
   2-3 times
4. Were you comfortable using the computer?
   yes
5. How do you feel about computers now?
   really love it
6. Did you find the software helpful?
   yes
7. What did you like best?
   use the machine - read & pick
8. What did you like least?
   really loved it
9. What would you like to learn on the computer?
   read better
10. Do you have any suggestions?
    no

Thank you for your help!

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